

**Course Outline, Policies, & Procedures for**  
**2018-19 English IV**  
**with Ms. Neville**

\*\*\*\*\*

Class Resource Website: <http://www.EnglishWithNeville.com>

Twitter: @Ms\_Neville

Email: [mneville@cuyhts.org](mailto:mneville@cuyhts.org) (fastest response)

Phone: 216.429.5707 x5789 (I may take up to 24 hours to respond to voicemails)

Office Hours: 1<sup>st</sup> & 8<sup>th</sup> periods; before or after school or by appointment

Schoology Join Code: \_\_\_\_\_

\*\*\*\*\*

**WHAT DO I NEED FOR THIS CLASS?**

- 1.) Pens and pencils (I'm not picky about colors as long as it's legible)
- 2.) A highlighter (or several if you like to color code your notes)
- 3.) Sticky notes (small) – these are optional, but can be VERY helpful
- 4.) A binder (2" or more works best) with plenty of loose-leaf paper
- 5.) PLEASE BRING ANY ASSIGNED READING/WORK WITH YOU TO CLASS EACH DAY. DO NOT WAIT TO BE TOLD – YOU ARE EXPECTED TO DO THIS AUTOMATICALLY.

**HOW WILL I BE GRADED?**

**Grades are made up of the following:**

- **Homework** – Sometimes it will be just checked for completion, sometimes collected and graded... be prepared! Often your completed homework assignment is necessary for effective participation in class activities. While not every homework assignment is checked or graded, each is an important component to your learning process. Be mindful of assignments listed on the monthly Assignment Schedule you are provided with.
- **Quizzes** – Sometimes they are scheduled, sometimes they are surprises. Again, be prepared at all times. Study a little each night, and ALWAYS complete reading assignments! Check Progress Book often for upcoming scheduled quizzes, and as urged above, please be mindful of regularly scheduled quizzes. I try to set up a schedule to **help** you – but you have to follow through by paying attention to it!
- **Tests** – Tests are announced well in advance. You will have a mix of objective and subjective material on most tests unless otherwise specified in advanced. Each test is worth 100 points.
- **In-class work** – I occasionally collect what we've worked on together in class and give you points for it. This helps me keep track of how well everyone is understanding class material.
- **Writing** – You will have several graded written assignments throughout the year. Some will involve multiple drafts; others will be single-draft. You may be required to conduct research during class or on your own and cite it in your essays. You will also be given ample opportunities to write reflectively and creatively. Every effort will be made on my part to help you improve the style, structure, and overall strength of your writing this year.

- **Group Work** – Any time you have a collaborative assignment, you will receive both a group and an individual grade.

## GRADING SCALE:

A → 95-100	B → 85-88	C → 75-78	D → 65-68
A- → 92-94	B- → 82-84	C- → 72-74	D- → 62-65
B+ → 89-91	C+ → 79-81	D+ → 69-71	F → 0-61

*I will grade your assessments fairly, honestly, and in a timely manner. Rubrics will be provided PRIOR to the due date for most major assignments so you fully understand how you will be evaluated. The feedback I provide you with is always constructive – the purpose of evaluating your work is to show you how you can grow and improve, not to make judgments about your work or try to frustrate you.*

*\*\*\* PLEASE NOTE: Progress Book will be updated regularly (at least once per week). At each PB update, I enter all of the scores and grades that have become available since the previous update. If an assignment score is blank, that simply means the assignment/assessment has not yet been evaluated. It is only MISSING if I've specifically marked it as such.*

## WHAT WILL I STUDY/LEARN IN THIS CLASS?

**Literature** – In addition to a significant amount of nonfiction, we will read various selections from British and world literature with emphasis on understanding their connections to the historical, social, economic, military, etc. aspects of the culture that produced them. Here is a list of the major works we will study, in addition to many shorter excerpts, essays, and poems:

- *The Canterbury Tales* (selected) by Geoffrey Chaucer
- *Hamlet* by William Shakespeare
- *Frankenstein* by Mary Shelley
- *Brave New World* by Aldous Huxley and/or *1984* by George Orwell

*\* This list is subject to change based on time constraints or other criteria deemed unavoidable by the course instructor.*

**Vocabulary** – You will have weekly vocabulary lists for the majority of the year. Unless a holiday or other scheduling conflict occurs, your quizzes will always be on WEDNESDAYS. Each list is composed of approximately 10-12 words from Greek and Latin word families so you can gain fluency in deciphering the meanings of unfamiliar words.

**Cultural Literacy** – Cultural literacy units will begin after we've completed the 22 vocabulary units in your workbook. These units involve brief daily lessons that will ensure you graduate from high school knowing things about the foundations of our culture – mythology, idioms, allusions, etc. Students often report that these lessons result in them catching jokes that would have otherwise gone over their heads! You're welcome. 😊

**Writing** – You will compose various kinds of writing in this course:

- College application essay and/or job application cover letter
- Writing that synthesizes research from several sources
- Literary analysis essays
- "Quickwrites" in response to thematic topics
- Occasional creative writing assignments (often to demonstrate vocabulary acquisition)

- Exercises designed to help you learn to use specific grammatical/stylistic techniques

**Survival English** – This is the term I use for sporadic lessons that demonstrate how literacy skills are crucial to life after high school. Students typically find these fun and eye-opening. Some examples:

- Mock job/college interviews
- Resume composition/revision
- Reading public transportation schedules
- Interpreting consumer documents (the “fine print”)
- Navigating technical writing (owner’s manuals, etc.)
- Comparing/contrasting persuasive writing (ex: choosing a cell phone plan or cable service)
- Cultivating proper tone when communicating with employers, professors, customers, etc.

**Public Speaking** – You will be expected to conduct short, informal presentations now and then. Additionally, you’ll do at least one major group presentation. As the year goes on, we will work on both verbal and nonverbal skills important to public speaking.

**Research** – To survive out there, you MUST be able to find, evaluate, and use information relevant to various situations you’ll find yourself in. I am committed to giving you as many opportunities as possible to develop these crucial skills.

**Article/ TED Talk of the Week** – Sometimes recent graduates of “The Bubble” (*is it surprising that students at several high schools I’ve taught in refer to themselves as this?*) express concern that they are not prepared for what they encounter in the outside world once they’ve left the comfort of home and ventured outward. This occasional assignment will introduce you to a variety of issues and trends in culture, technology, current events, and thought while also helping me to teach you valuable reading skills and vocabulary.

## **Some Noteworthy Policies and Procedures**

### **Procedure for arriving late, leaving, or returning to class:**

*While I hope you will be here for the entire class each and every day, I understand that **occasionally** (rarely) you might be summoned to the office or need to visit the restroom. If we can’t avoid these interruptions, we at least **CAN** minimize the distraction they cause to the rest of the class.*

- 1.) Open and close the door gently.
- 2.) If you’re leaving, **SIGN OUT** on the clipboard.
- 3.) If you’re arriving or returning, **SIGN IN** on the clipboard.
- 4.) If you have a pass, show it to me silently.
- 5.) Go directly to your seat, take out your class materials, and get to work immediately. I will come see you if I need to give you instructions.

*Please understand that the privilege of leaving class can be revoked at any time if it is abused.*

## Classroom library:

I'm happy to offer you **your own** shelf of reading materials – current popular fiction, high-interest nonfiction, young adult lit, and helpful reference books. This resource is operated on an honors system – please **sign books out** in the binder next to the bookshelf, and cross out your name and the title when you return them. Also, understand that while a few of the books have been donated by students and friends over the years, I've purchased the majority of them with my own money that I could have otherwise used to go on a fabulous beach vacation or buy a gigantic TV for myself. ☺ Please don't steal stuff – it's just not good citizenship.

## Help Yourself Shelf:

The wooden bookshelf by the door (where you turn in assignments) is generally stocked with items you are welcome to use for their intended purposes while you are in this room (tissues, hand sanitizer, writing utensils, tape, stapler, three-hole punch, pencil sharpener, etc.). You **don't need to ask** to use them – simply help yourself. The tradeoff is this: please don't touch things on my desk! Thanks.

## Classroom Community and Student Code of Conduct:

First and foremost: YOU ARE RESPONSIBLE FOR THE ENERGY YOU BRING INTO THIS ROOM – let's create a positive, supportive environment conducive to learning. Also, please read and internalize the Student Code of Conduct in your student handbook, paying special attention to the sections on cheating/plagiarism and harassment in its many ugly forms. THIS IS YOUR ONLY WARNING: I TAKE THESE POLICIES VERY SERIOUSLY. If you are aware of instances of cheating, plagiarism, or harassment tainting the sanctity of our learning community, please notify me as soon as possible.

## Make-up Work and Late Work

Please refer to the CHHS Student Handbook for the complete policy, including the parts about vacations, college visits, etc. One addition: if you are absent for three consecutive quizzes or tests (or a combination of the two), I will have a chat with you about the situation. If you are then absent for the next quiz or test, I will call home.

If you do not have a major assignment (essays, presentations, etc.) ready on the day it is due, you may receive up to ½ credit for it on the next school day. After that, no credit will be awarded. Please keep in mind that several assignments you do in this class (especially Socratic Seminars and presentations) involve the whole class depending on you to help them learn something they need to understand for their own success in class – so do your part by being prepared! We are on a very tight schedule, so it is imperative that you stay on track.

## Phone Policy

NEW THIS YEAR: To ensure no phone distractions during class, **all phones will be collected in the phone bin at the beginning of class each day.** You may retrieve your phone at the end of class. Fear not: there is a clock on the wall, and if we need the internet we will use chromebooks.

---

# I'm honored to be spending your senior year with you. Let's make the most of it!

---

## A few facts about your English teacher, in case you're curious:

- ⌚ This is my **fifteenth** year teaching high school English. I love what I do! Without the ability to communicate effectively, life is much harder – so I work hard to help students develop the best skills possible.
- ⌚ I love to **travel**. I have been to Europe and Asia multiple times, and hope to get to the other continents very soon. I'm also making an effort to see more of the United States, because to be completely honest there is a vast amount of this country that I have yet to experience.
- ⌚ I also love to **cook** and bake (I almost nixed college in favor of culinary school!). Please let me know if you have any food allergies, because I occasionally bring the results of one of my kitchen frenzies in to share with my school family.
- ⌚ I've been a **vegetarian** since I was about your age.
- ⌚ I live in Cleveland in the Tremont neighborhood with my **spouse, Chris**, and our **three cats**.
- ⌚ I have **three nieces and three nephews**, each of whom I absolutely adore.
- ⌚ I love physical activity of all sorts – I was a **gymnast** for many years and also played **softball** and **volleyball** until I was about 15 and quit all sports to pursue music, publishing, and angst as my biggest time fillers for the next few years. ☺ I am also a certified **yoga** teacher! I've been practicing yoga since I was 19 and love sharing it with others.
- ⌚ I have a **Bachelor of Science in Education (Integrated Language Arts 7-12)** with a minor in English; also, I have a **Master's Degree in Education (Curriculum & Instruction)** and am working towards a **Master of Arts in English**.
- ⌚ I'm **National Board Certified** (that's a significant credential beyond a master's degree).
- ⌚ A quick (but important) note about my name: **I am MS. Neville, not MRS. Neville or MISS Neville.**

# TOP 21<sup>st</sup> CENTURY JOB SKILLS:

- 1.) Critical thinking and problem solving
- 2.) Collaboration across networks and leading by influence
- 3.) Agility and adaptability
- 4.) Initiative and entrepreneurship
- 5.) Accessing and analyzing information
- 6.) Effective oral and written communication
- 7.) Curiosity and imagination
- 8.) Willingness to experiment, take calculated risks, and tolerate failure
- 9.) Capacity for “design thinking”: empathy, integrative thinking, optimism, experimentalism, and collaboration.

***Everything* we do in this class helps to develop one or more of these skills!**